

City of Newport Beach - Building Department

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ADMINISTRATIVE POLICY

Effective Date	Subject	Policy No.
October 27, 1998 Revised February 7, 2001	Keeping Record of Correction Sheets	ADM-2
<p>Plan check engineers are required to generate a plan correction list for each plan check. The correction list may be a portion of the overall corrections of which some are written on the drawings. A copy of the correction list must be kept with the approved record drawings. At permit issuance, the correction list shall be stamped with the approval stamp and bundled with other documents to be scanned. After construction is completed, the correction list will be scanned with the drawings for permanent record keeping.</p>		

Jay Elbetta, Building Director